

6 RECEIPT OF BUCCAL DNA COLLECTOR STORAGE ENVELOPES INTO THE DIVISION OF FORENSIC SCIENCE	Page 1 of 2
DNA DATA BANK OPERATING POLICIES AND PROCEDURES MANUAL	Issue No.: 2
	Effective Date: 15-October-2004
<p>6 RECEIPT OF BUCCAL DNA COLLECTOR STORAGE ENVELOPES INTO THE DIVISION OF FORENSIC SCIENCE</p> <p>6.1 Each buccal DNA collector storage envelope is assigned a unique DNA number that is pre-printed on the submission form attached to the envelope (refer to Appendix D). Each DNA number contains an eight digit number (e.g., 20419687).</p> <p>6.2 The buccal DNA collector storage envelopes may be hand delivered to any of the Division's four laboratories or may be returned via mail in a sealed mailing envelope to the Division. All buccal DNA collector storage envelopes that are returned to the Division by mail should be addressed to the Central Laboratory.</p> <p>6.2.1 If a buccal DNA collector storage envelope is mailed to a regional laboratory, refer to the instructions for "Returned Via Mail" outlined below. The regional laboratory security personnel will ensure the buccal DNA collector storage envelope is transferred to the Central Laboratory DNA Data Bank along with the envelopes that are hand delivered.</p> <p>6.3 <u>Hand Delivered:</u> For buccal DNA collector storage envelopes that are hand delivered to the Division, the procedure outlined below will be followed.</p> <p>6.3.1 Upon receipt of the buccal DNA collector storage envelope, the envelope will be date stamped and initialed by the individual in security who takes receipt of the envelope. If it is not possible to date stamp the buccal DNA collector storage envelope, the date of receipt will be hand written on the outside of the envelope followed by the initials of the individual in security who takes receipt of the envelope.</p> <p>6.3.2 The integrity seal will be verified to ensure the envelope was sealed upon receipt. If the seal has been broken the buccal DNA collector storage envelope will still be accepted. However, this will be noted on the outside of the envelope and dated and initialed by the individual in security who made the observation.</p> <p>6.3.3 The buccal DNA collector storage envelope will not be opened by the security personnel receiving the envelope. If an arrest warrant accompanies the buccal DNA collector storage envelope and has not been placed inside the envelope, the security personnel receiving the envelope will ensure it corresponds to the name of the individual listed on the sample submission form attached to the envelope (refer to Appendix D). Staple the arrest warrant to the outside of the buccal DNA collector storage envelope.</p> <p>6.3.4 All of the fields on the submission form (refer to Appendix D) will be reviewed to ensure that the appropriate ones (arrestee vs. convicted offender) have been filled out. If the Arrestee box has been checked, security will ensure that a number has been provided in the DCN box. If the number is missing from this field, security will have the individual delivering the buccal DNA collector storage envelope obtain this information and complete the DCN field or request the individual to provide the name and phone number of someone who has access to the DCN. The contact person's information will be printed on the back of the envelope so the Data Bank staff can obtain the information at a later time.</p> <p>6.3.5 If the "Collecting Agency ORI Number" is missing, the individual delivering the buccal DNA collector storage envelope will be requested to fill in the ORI number for the agency or write the agency name on the back of the envelope.</p>	

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<p>6.3.6 <u>Regional Laboratories:</u> All buccal DNA collector storage envelopes received by a regional laboratory will be placed into a container/storage bin once date stamped and initialed. Subsequently, the envelopes will be transferred to the Central Laboratory DNA Data Bank on the evidence van each week.</p> <p>6.3.7 <u>Central Laboratory:</u> All of the buccal DNA collector storage envelopes will be placed into a container/storage bin once date stamped and initialed. Once a day a member of the DNA Data Bank staff will retrieve the envelopes from the container/storage bin for further processing.</p> <p>6.4 <u>Returned Via Mail:</u> If the buccal DNA collector storage envelopes are returned to the Division of Forensic Science by mail, evidence receiving will remove the buccal DNA collector storage envelope from the mailing envelope. The storage envelope will be date stamped and initialed. In addition, the mailing envelope will be stapled to the buccal DNA collector storage envelope in case it is necessary to obtain the name of the agency that sent the sample.</p> <p style="text-align: right;">◆END</p>	